

# School Transportation

## School Bus Purchase Program

Instructions With FAQs – Update 08/17/16

### School Bus Cancellation Report (EFT-19) (A District Submittal)

#### When is NEO Transportation training available?

Classroom training is provided each year at the annual State School Transportation Conference. It typically occurs during the **3rd week in July** at the Sugarloaf Conference Center, Carrabassett Valley, Maine. Check the MAPT website at: <http://maptme.org/wp/> under information/conferences/annual conferences for the latest updates. Also, watch for an announcement during the summer that will be posted in the Maine DOE News. All school Transportation Directors should attend.

#### What is the School Bus Cancellation Report?

The **School Bus Cancellation Report** is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The School Bus Cancellation Report is a report that is required when a district decides not to make a new bus purchase that was approved by the state. The report cancels the Department allocation for a new school bus approval.

#### When is the School Bus Cancellation Report due?

The School Bus Cancellation Report (EFT-19) is due no later than **October 15** on the fiscal year of the approval, e.g., with a FY17 bus approval the cancellation report (EFT-19) is due no later than October 15, 2017.

Typically, a bus approval cancellation is submitted when a district School Board votes to cancel the budget for a previously approved new school bus purchase as long as it is not after October 15 on the fiscal year of the approval. Please report your cancellation as soon as possible (ASAP) so we can make funds available to other districts on the wait list for a new bus. Cancellation report reminders are listed in the Maine DOE Reporting Calendar for the last day of each business quarter.

Statutory authority for state reports is found in Title 20-A, section 6801-A, subsection 2: “Authority to withhold state subsidy until reports are received. Notwithstanding any other provisions of law, if a school administrative unit has failed to file the reports by this Title in the format and within the time periods specified, the Commissioner may withhold state subsidy payments until these reports are received.”

#### Where is the School Bus Cancellation Report located?

The School Bus Cancellation Report is located in the NEO Transportation system under the “**Bus Purchase**” tab. Select “**Requests Summary**.” For each vehicle approval you need to cancel, click on “Details” and then “Cancel Bus Request.”

#### How is the School Bus Cancellation Report completed?

The School Bus Cancellation Report is located in the NEO Transportation system under the “**Bus Purchase**” tab. Select “**Requests Summary**.” Select the bus approval that you want to cancel. Click on “**Details**” (located on the right side of the screen). Scroll down to the bottom of the page and press the “**Cancel Bus Request**” button. Answer the questions that pop up. When complete the screen will go

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back to the “Requests Summary” page. You should then see the status of the bus changed to “Cancelled.”

#### **Who has access to the report?**

The district superintendent, business manager and transportation director have access to the School Bus Cancellation Report.

#### **Where are report instructions located?**

Instructions for each school transportation report are located on the Maine DOE Reporting Calendar: <http://www.maine.gov/doe/reporting/calendar.shtml>

#### **How do I certify my cancellation report before it is submitted?**

At this time, certification is not required for this report.

#### **How do I confirm that the cancellation report was submitted?**

Districts can confirm submittal of their School Bus Cancellation Report by selecting the “**Bus Purchase**” tab, clicking on “**Requests Summary**,” and looking at the “**Request Status**” column. If you see “**Cancelled**” in the status column for the bus that was cancelled then the report has been submitted.

#### **When was NEO Transportation launched?**

NEO Transportation launched November 1, 2013. Updates and refinements are implemented as needed.

#### **Who do I contact for assistance?**

Contact the Maine DOE helpdesk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) for policy questions or information about the content of the report.

Contact your district IT department and the Maine DOE helpdesk (at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)) if you have technical difficulty with the NEO system.

#### **What Maine statute and rule govern the School Bus Purchase Program?**

The statute is Title 20-A, sections 5401 and 5402. The rule is 05-071 chapter 81. See the Maine DOE School Transportation website: <http://www.maine.gov/education/const/trans/home.htm>

#### **What is the website link to the Maine DOE School Transportation page?**

<http://www.maine.gov/doe/transportation/>

Note: the cancellation report form number has changed from EFT-20A to EFT-19.